

Partnership Council Charter

1. PURPOSE

The purpose of the Partnership Council is to make decisions in a timely manner on partnership issues that require a high degree of integration, are highly visible or that require changes in Agency partnership policy or Agency-level affirmation of a proposed partnership strategy. The Partnership Council will help ensure Agency partnerships are aligned with internal and external guidance and policy and adjudicate partnership issues that cannot be resolved at lower levels. The Partnership Council will also consider improvements and streamlining initiatives to the Agency's partnership approval process.

2. APPLICABILITY/SCOPE

The scope and authority of the Partnership Council encompasses all Agency partnerships, including international partnerships. The scope and authority of the Partnership Council does not include classified interagency partnerships, which are addressed through an established process of the Office of International and Interagency Relations.

Proposed partnerships that meet the following criteria may result in Partnership Council review at the discretion of the Chair:

- a. Involve significant capability development, and/or have implications across the Agency and/or require substantial support from NASA including subsystem design/develop tasks.
- b. Are high visibility because of the: (1) importance to an agency's mission; (2) high development, operating, or maintenance costs; (3) high risk; (4) high return; or (5) significant role in the administration of an agency's programs, finances, property or other resources.
- c. Will be of significant interest to the Administration, Congress and the general public.
- d. Any organization, through its Center Director or Headquarters Official-in-Charge, may also request a review of a proposed partnership through the Deputy Administrator. The Agency's designated Capability Leaders may also bring partnership matters directly to the Partnership Council.¹ The Deputy Administrator

¹ A listing of NASA's designated Capability Leaders is available here:
https://nbat.hq.nasa.gov/cl/capability_leader

will determine whether the proposal requires Partnership Council review, should be referred to another Agency Council, can be decided solely by the Deputy Administrator or should be submitted through the regular partnership approval process. The Partnership Office within the Mission Support Directorate provides analytical decision support and helps implement the decisions of the Partnership Council through day-to-day operational work.

3. AUTHORITY

51 U.S.C. §20113, The National Aeronautics Space Act, as amended.

4. GOVERNING COUNCIL AFFILIATION

Executive Council

5. FUNCTIONS

The Partnership Council is responsible for:

- a. Assessing and recommending changes to the current Agency partnership approval process to ensure efficient and streamlined operations.
- b. Approving strategic direction on proposed partnerships meeting threshold criteria prior to formal or implied commitment to partners.
- c. Resolving specific partnership issues that cannot be resolved through lower-level partnership processes.

Decisions are final, within the scope of the Chair's authority. Appeals should be rare and based on extraordinary circumstances, such as omission of important facts from consideration by the Partnership Council in the decision process, rather than a disagreement with a particular outcome. Appeals should be submitted by the relevant Center Director, Headquarters Official-in-Charge, or designated Capability Leader and directed to the Director of Agency Council Staff with a concise description of the circumstances. The Director will confer with the Chair to determine if the circumstances warrant Council reconsideration. If an appealed decision is not reconsidered, the individual may use the Dissenting Opinion Process, as described in the Governance and Strategic Management Handbook, NPD 1000.0, to raise issues of significance warranting review by the Executive Council. The Director will notify the dissenting opinion submitter of the outcome of the appeal.

6. MEMBERSHIP

The Deputy Administrator chairs the Partnership Council. Council members are advisors to the Deputy Administrator as the Chair and decision authority.

The following officials serve as Partnership Council members and attend all meetings:

- a. Deputy Administrator (Chair).
- b. Chief of Staff.
- c. Deputy Associate Administrator.
- d. Associate Administrator for Strategy and Plans.
- e. Associate Administrator for Communications.
- f. Associate Administrator for Education.
- g. Associate Administrator for International and Interagency Relations.
- h. Associate Administrator for Legislative and Intergovernmental Affairs.
- i. Associate Administrator for Aeronautics Research Mission Directorate.
- j. Associate Administrator for Human Exploration and Operations Mission Directorate.
- k. Associate Administrator for Science Mission Directorate.
- l. Associate Administrator for Space Technology Mission Directorate.
- m. Associate Administrator for Mission Support Directorate.
- n. Chief Engineer
- o. Chief Financial Officer.
- p. Chief Information Officer.
- q. Chief Health and Medical Officer.
- r. Chief Safety and Mission Assurance.
- s. Chief Scientist.
- t. Chief Technologist.
- u. General Counsel.
- v. Center Directors

7. MEETINGS

The Partnership Council will meet as needed.

8. DURATION

Indefinite.

9. ASSESSMENT

The PC shall perform routine assessments of the effectiveness of the Council in achieving objectives set forth in this Charter; typically every two years. To determine effectiveness, the PC Chair will evaluate the following:

- a. Decision-making focus of the Council the Director will track the number of Agenda items (decisional versus non-decisional) and provide a report at least annually to the PC Chair and Members as to the effectiveness of the Council in focusing on decision-making during meetings.
- b. Inclusiveness of the decision-making process the Director will request feedback from Members at least annually to enable the compiling of a report to the PC Chair and PC Members as to the effectiveness of the decision-making process in ensuring appropriate inclusiveness is sought for decisions.

10. RECORDS

The Office of Agency Council Staff is responsible for the maintenance of all records associated with the Partnership Council, including this charter.